



This project is funded by
the European Union



TERMS OF REFERENCE: CSOS AND POLICY

Project/mandate no: 1231.22.1.0
Project/mandate name/country: Support to Civil Society in Bhutan

Employer: HELVETAS Swiss Intercooperation, Bhutan
PO Box 157
Dungkar Lam, Lower Mothithang
Thimphu-11001, Bhutan

E-Mail: tashi.pem@helvetas.org

1. Background

The European Union has directly awarded a grant to HELVETAS to implement an action titled **Support to Civil Society in Bhutan**. It is part of the EU's multi-indicative programme (MIP) 2014-2020 in the area of good governance. The **specific objective** of the action is *to improve the environment and operational capacity for civil society engagement in sustainable development and good governance* by promoting an inclusive approach to strengthening the capacities of civil society organizations (CSOs) including community-based organizations (CBOs) and cooperatives, and the government agencies responsible for the regulation, registration and support to these civil society actors.

The three Outputs areas are:

1. Civil society engagement in sustainable development and good governance is improved (through a grant fund for civil society organizations)
2. Civil society operational capacities are strengthened
3. The enabling environment for civil society is improved

Through Output 3, an important activity foreseen is to conduct studies, researches and surveys that will go towards raising awareness on civil society. At the same time, the recent mid-term review (MTR) of the project repeatedly highlighted the need for greater involvement of civil society in policy dialogues and advocacy work, and also recommended a survey to assess the actual contribution of civil society groups to sustainable development and governance.

The context of engagement of CSOs in advocacy work is relatively new and assessing the actual contribution of CSOs to the long-term goals of sustainable development and governance after one and a half years of project implementation may be early. Therefore, the project implementation unit proposes a study to look at **the current status** of CSOs and CBOs engagement in policy work and advocacy, and their contributions to sustainable development and governance. A second part of the study will look at **how better to engage** in policy work and advocacy, and to strengthen contributions towards sustainable development and governance.

With the above, the project would have a baseline (current status) as well as recommendations from a diverse range of stakeholders for the remainder of the project (how better to engage) in the important topics of policy dialogue and advocacy, and sustainable development and governance.

2. Objective of the assignment

- To assess the context and current status in which civil society groups are influencing Policy and engaging in Advocacy in Bhutan
- To assess the current status of the contributions of civil society groups in Bhutan to sustainable development and governance
- To seek recommendations on ways forward

3. Expected Outputs

- Report on CSOs contribution to policy processes
 - a. How are CSOs influencing policies in the country?
 - b. What is the context in which they are influencing policy?
 - c. What types of support do they need?
- Report on Current Status of the contributions of civil society groups to sustainable development and governance in Bhutan
 - a. Current Status of civil society in Bhutan
 - b. Contribution of civil society in sustainable development & governance
 - c. What are the drawbacks, bottlenecks?
 - d. Suggest way forward

4. Main Tasks and Activities

- Finalize study work-plan in close contact with CCC and HSI
- Review relevant reference documents
- Develop methodology of assessment based on the TOR
- Prepare questionnaires and formats for the study
- Lead and Facilitate workshops, focus group discussions (FGDs), and one-on-one discussions with stakeholders
- Collect feedbacks and incorporate in the draft report
- Debrief the final draft of study report to the stakeholders
- Finalize and submit the final the report

5. Working methodology

- Documents review
- Consultation and meetings
- Field visits
- Interviews with key stakeholders
- Focused group discussions (CSOs, community groups, CBOs etc)
- Workshop with key stakeholders to cross check to confirm findings

6. Time Frame of the assignment

(About 30 working days in total)

The total duration need not be continuous and can be spread over a period of not more than 3 months from the day of the award of work.

- Document review and interviews (meeting with relevant organizations within Thimphu – GNHC, DAMC, CCC, CSOs, general public)
- Field visits – To be decided (CSOs, CBOs, LGs and communities, public)
- Compile data, reporting writing and workshop to confirm the findings
- De-briefing
- Finalize report

7. Reporting / Debriefing

The initial assessment will be presented with the relevant stakeholders, feedback incorporated and finalized.

8. Payment Modalities

The rate be can be quoted on lumpsum or on daily basis for 30 working days including cost of field visits. The payment will be released in tranches as follows:

Submission of final inception report 30%

Presentation and endorsement of initial Findings 35%

Submission and endorsement of Final Draft Report 35%

9. Logistics

Local Consultant shall arrange his/her own logistics including payment for lodging and transportation in all process of assessment.

10. Evaluation of Proposal

The proposal will be evaluated based on weightage of 70 percent technical and 30 percent on financial proposal. The criteria for technical evaluation will be based on (sound methodology, qualification and experience of team leader, experience in similar assignment of study and team composition).

11. Documents

- Final Project Document, Helvetas
- Mapping of CSOs in Bhutan, CSOA and Helvetas, 2018
- Perception Study of CSOs in Bhutan, BCMD, 2017